

**FLOODPLAIN DEVELOPMENT PERMIT  
ORDINANCE MANAGEMENT PROCESS  
CITY OF WATERTOWN, NY**

Typical scenario follows:

- Applicant requests one of the permits below:

sanitary and storm, new structure, structure alteration, structure addition, structure relocation, structure replacement, structure demolition, excavation (related operations), new systems replacements, watercourse alterations, gas line installations, electric line installations, water line installations, sub-divisions, other.

- administrator's representative (Ad/Rep) reviews the size and scope of the activity and determines flood hazard area status from maps on file.

**IF IN A FLOOD HAZARD AREA**

- Ad/Rep confers with our Assessment Department to obtain present assessment figure for comparison with estimated value of "new structure, addition, etc." to determine if the "50% rule" outlined in the "substantial improvement" definition comes into play.

**IF THE IMPROVEMENT IS 50% OR MORE**

The Ad/Rep proceeds to the Floodplain Development Permit Application forms that are completed as instructed:

Sections:

1 & 2	By Applicant
3, 4 & 5	By Ad/Rep (determines other submittals needed and informs applicant)
6	By Applicant
7, 8	By Ad/Rep

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION  
CITY OF WATERTOWN, NY**

**SECTION 1: GENERAL PROVISIONS (APPLICANT to read and sign)**

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and Federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(APPLICANT'S SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)**

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>FAX</u>	<u>EMAIL</u>
APPLICANT				
BUILDER				
ENGINEER				

**PROJECT LOCATION:**

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

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**DESCRIPTION OF WORK (Check all applicable boxes):**

**A. STRUCTURAL DEVELOPMENT**

<u>ACTIVITY</u>	<u>STRUCTURE TYPE</u>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured (Mobile) Home (In Manufactured Home Park? <input type="checkbox"/> Yes)
<input type="checkbox"/> Replacement	

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

**B. OTHER DEVELOPMENT ACTIVITIES:**

Fill       Mining       Drilling       Grading  
 Excavation (Except for Structural Development Checked Above)  
 Watercourse Alteration (Including Dredging and Channel Modifications)  
 Drainage Improvements (Including Culvert Work)  
 Road, Street or Bridge Construction  
 Subdivision (New or Expansion)  
 Individual Water or Sewer System  
 Other (Please Specify) \_\_\_\_\_

**After completing SECTION 2, APPLICANT should submit form to the City Engineer for review.**

**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by the CITY ENGINEER)**

The proposed development is located on FIRM Panel No.:

- 1 of 4 - Date revised: January 17, 1990
- 2 of 4 - Date revised: August 2, 1993

FIRM zone designation is:  A       AE       X       \_\_\_\_\_

100-year flood elevation at the site is:      Ft. NGVD (MSL)  
 Unavailable

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by the CITY ENGINEER**

**The applicant must submit the documents checked below before the application can be processed:**

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of flood proofing of utilities located below the first floor and details of enclosures below the first floor.  
Also,
- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is lesser, the applicant must provide 100-year flood elevations if they are not otherwise available.
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Top of new fill elevation            Ft. NGVD (MSL).
- Floodproofing protection level (non-residential only)            Ft. NGVD (MSL). For flood-proofed structures, applicant must attach certification from NYS registered engineer or architect.
- Certification from a NYS registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
- Elevation drawing showing proposed elevation of the lowest floor (including basement) shall be submitted.
- Elevation drawing showing proposed elevation of the lowest floor (including basement) elevated at least three feet above the highest adjacent grade (Residential no flood elevation)
- Other:

**SECTION 5: PERMIT DETERMINATION (To be completed by the CITY ENGINEER)**

I have determined that the proposed activity: A.  Is  
B.  Is not

In conformance with provisions of Local Law # 4, 1993. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**If BOX A is checked**, the City Engineer will issue a Development Permit.

**If BOX B is checked**, the City Engineer will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the City Engineer or may request a hearing from the Board of Appeals.

APPEALS: Appealed to Board of Appeals?  Yes  No

Hearing date:

Appeals Board Decision ---Approved?  Yes  No

Conditions:

**SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued)**

The following information must be provided for **project structures**. This section must be completed by a registered New York State professional engineer or licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is: \_\_\_\_\_ Ft. NGVD (MSL).
2. Actual (As-Built) Elevation of flood proofing protection is \_\_\_\_\_ Ft. NGVD (MSL).

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**SECTION 7: COMPLIANCE ACTION (To be completed by the CITY ENGINEER)**

The CITY ENGINEER will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS: DATE	BY	DEFICIENCIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DATE	BY	DEFICIENCIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DATE	BY	DEFICIENCIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by the CITY ENGINEER)**

Certificate of Compliance issued: DATE: BY:

**CERTIFICATE OF COMPLIANCE  
FOR DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA  
(Owner Must Retain This Certificate)**

Premises located at:

Permit No.

Permit Date

Owner:

**Check One:**

- New Building
- Existing Building
- Vacant Land

**The CITY ENGINEER is to complete a. or b. below:**

- a. Compliance is hereby certified with the requirements of Local Law # 4, 1993

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

- b. Compliance is hereby certified with the requirements of Local Law # 4, 1993  
as modified by variance # \_\_\_\_\_, dated \_\_\_\_\_.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

No.

# FLOODPLAIN DEVELOPMENT PERMIT

ISSUED TO:

ADDRESS:

ACTIVITY:

(New construction, alterations, fill, excavation, etc.)

ISSUED BY: \_\_\_\_\_

City Engineer signature

DATE:

**THIS PERMIT MUST BE POSTED ON THE PREMISES IN A CONSPICUOUS PLACE SO AS TO BE SEEN FROM THE STREET ON WHICH THE STRUCTURE FACES.**